



**April 2005**

# **United States Army**

## **Process A Request For Leave, Pass, and Permissive TDY**

### **Practical Exercise**

**For Official Use Only  
(DO NOT WRITE IN THIS BOOKLET)**

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**Student Instructions  
for  
Practical Exercise**

**Process A Request For Leave, Pass, and Permissive TDY**

**OBJECTIVE:** This practical exercise is designed to measure your ability to effectively produce, review, and process requests for Leave, Passes, and Permissive TDY.

**MATERIALS NEEDED:**

1. AR 600-8-10(Extract)
2. PE Supplement.
3. Pencil and paper.
4. Answer Sheet.

**INSTRUCTIONS:**

- a. Ensure your name and social security number are on your answer sheet.
- b. The practical exercise contains 20 questions. You will have 45 minutes to complete this exercise. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new practical exercise booklet from your instructor.
- c. Each question has only one correct answer. Make all responses clear and legible in the answer booklet. Ensure that the question number in the practical exercise booklet corresponds to the question number in the answer booklet. Read each question carefully, but move on so that you may answer all questions in the time allotted. If you make a mistake or if you have to change an answer on the answer sheet, erase completely and then mark your correct answer.
- d. **ALL WORK ON THIS EXERCISE MUST BE YOUR OWN.** You may **NOT** communicate with other students, give or receive assistance, make record of your answers anywhere but in your answer booklet, or pass on information about this exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action.
- e. Upon completion of this exercise turn in your answer booklet to the instructor. You will receive further guidance at that time.

**SCENARIO:** The Current date is April 1, 2010. You are the Human Resource Specialist for the 1st Battalion, 1/87th Infantry, Fort Drum, New York, 31313. The organization phone number is (803) 544-1223. For the purpose of this exercise, no training is scheduled in the 1<sup>st</sup> Battalion, 1/87<sup>th</sup> Infantry on the weekends.

**Reference:**

1. AR 600-8-10.

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### **Part I**

Choose the best answer for each question. Upon completion turn your answer sheet into the instructor.

1. Which of the following is a chargeable leave?
  1. Pass.
  2. Ordinary Leave.
  3. Convalescent Leave.
  4. Permissive Temporary Duty (PTDY).
2. The reconciliation report (Unit Leave Report) shows all of the following information except?
  1. The type of leave that was taken.
  2. How many days of leave the Soldier has accrued.
  3. The date that a Soldier started and stopped a leave period.
  4. The social security number of the Soldier that is charged leave.
3. What action must be taken to void a DA Form 31?
  1. Draw a diagonal line through the form and write "Voided" through the line, then return it to the Soldier that requested the leave.
  2. Draw a diagonal line through the form and write "Voided" through the line, then forward it to the Finance and Accounting Office.
  3. Draw a diagonal line through the form and write "Voided" through the line, then forward it to the Unit Commander or First Sergeant.
  4. Draw a diagonal line through the form and write "Voided" through the line, then have the Adjutant, Assistant Human Resource Sergeant, or Commander sign the DA Form 31 in Block 17.
4. 1SG Jones, Harris A., 978-87-0098 is departing on 7 October 2010 for 7 days TDY at Fort Bragg, North Carolina. He is requesting 10 days of leave from 14 October 2010 through 24 October 2010. What type of leave is 1SG Jones requesting?
  1. PCS.
  2. PTDY.
  3. Ordinary.
  4. Leave in conjunction with TDY.
5. What DA Form will be used to track all approved leaves of absences with the exception of the Pass?
  1. DA Form 31.
  2. DA Form 647.
  3. DA Form 4179.
  4. DA Form 4187.

## **Part II**

**Situation:** Imagine that SPC Bird, Lucy has received a verification message from the American Red Cross stating that her father is terminally ill and the her presence is requested by the immediate family. She will begin leave tomorrow 2 April 2010 and her leave will terminate 20 April 2010. Her leave address is 123 Nicholas Drive, Youngstown, Georgia 42332 and her leave location telephone number is (432) 234-3654.

**Refer to the Practice Exercise Supplement Figure#1 and Figure#2 to answer the following questions.**

6. How should Block #2 appear on this Request and Authority for Leave?

1. SPC Bird, Lucy
2. SPC Lucy Bird
3. Bird, Lucy
4. Lucy Bird

7. How should Block #3 appear on this Request and Authority for Leave?

1. 965-72-1897
2. 978-12-7596
3. 978-96-7512
4. No SSN is required for this field.

8. How should Block #4 appear on this Request and Authority for Leave?

1. E4
2. E4/SPC
3. Specialist
4. Corporal

9. How should Block #5 appear on this Request and Authority for Leave?

1. 1 April 2010
2. 2 April 2010
3. 20 April 2010
4. No date is required for processing.

10. What information should appear in Block #6 on this Request and Authority for Leave?

1. 123 Nickle Drive, Youngstown, Georgia 42332
2. 123 Nicholas Drive, Youngstown, Georgia 42332
3. 123 Nicholas Drive, Youngstown, Georgia (432) 234-3654
4. 123 Nicholas Drive, Youngstown, Georgia 42332, (432) 234-3654

11. How should Block #7 be annotated on this Request and Authority for Leave?

1. An "X" should appear in the block indicating "Ordinary Leave".
2. An "X" should appear in the block indicating "Emergency Leave".
3. An "X" should appear in the block indicating "Permissive Leave".
4. An "X" should appear in the block indicating "Other" and "TDY in Conjunction with Leave" should be typed in on the line that is provided.

12. What information should appear in Block #8 on this Request and Authority for Leave?

1. 123 Nicholas Drive, Youngstown, Georgia 42332, (432) 234-3654
2. 1st Battalion, 1/87th Infantry, Fort Drum, New York, 31313
3. 1st Battalion, 1/87th Infantry, Fort Drum, New York, (803) 544-1223
4. 1st Battalion, 1/87th Infantry, Fort Drum, New York, 31313, (803) 544-1223

13. How should Block #9a appear on this Request and Authority for Leave?

1. 5
2. 15
3. 40
4. 55

14. How should Block #9b appear on this Request and Authority for Leave?

1. 15
2. 19
3. 40
4. 171.5

15. How should Block #10a appear on this Request and Authority for Leave?

1. 1 April 2010
2. 2 April 2010
3. 18 April 2010
4. 20 April 2010

16. How should Block #10b appear on this Request and Authority for Leave?

1. 1 April 2010
2. 2 April 2010
3. 18 April 2010
4. 20 April 2010

17. The Commander has signed a Request and Authority for Leave (DA Form 31) for SPC Bird. What Control number should be annotated in Block #1 of the DA Form 31?

1. 0004
2. E/0003
3. INTRA/0004
4. No Control Number is required for this type of absence.

**Refer to the Practice Exercise Supplement Figure#2 and Figure#4 to answer the following question.**

18. What action is required for SGT Lee, Donnie after reviewing the Unit Leave Transaction Report?

1. No action is required. The Soldier was charged the correct number of days by the finance office.
2. The Soldier should be sent directly to the finance office to correct the chargeable leave since official travel was involved with this leave.
3. The Soldier was overcharged leave. A reconciliation memorandum must be prepared and returned to the finance office within three days to correct the chargeable leave.
4. The Soldier was undercharged leave. A reconciliation memorandum must be prepared and returned to the finance office within three days to correct the chargeable leave.

**Refer to the Practical Exercise Supplement Figure #3 to answer the following question.**

19. SPC Bird, Lucy is currently at the staff duty desk requesting to sign out on leave and has already signed the DA Form 647. How should the Staff Duty annotate blocks 14a and 14b of the DA Form 31?

1. Block 14a should read "1 April 2010" and block 14b should read "0223 hours"
2. Block 14a should read "1 April 2010" and block 14b should read "0600 hours"
3. Block 14a should read "2 April 2010" and block 14b should read "0600 hours"
4. Block 14a should read "15 April 2010" and block 14b should read "0223 hours"

20. If SPC Bird, Lucy should require an extension what action should you take?

1. No action is required.
2. A new DA Form 31 must be generated when SPC Bird returns from leave.
3. Approval is obtained from the unit First Sergeant and annotated in blocks 16a, b, and c. The First Sergeant is required to sign the DA Form 31 in block 16c as he is now the return authority.
4. Approval is obtained from the unit commander and annotated in blocks 15a and b. The commander is required to sign the DA Form 31 in block 15c. The DA Form 4179 should be updated by the Human Resource Specialist with the new leave ending date under the "EXTN Data" column.